



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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COMNAVCRUITCOMINST 1533.4B
N3
18 May 2011

COMNAVCRUITCOM INSTRUCTION 1533.4B

From: Commander, Navy Recruiting Command

Subj: NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) COLLEGE
SCHOLARSHIP PROGRAM

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) COMNAVCRUITCOMINST 1130.8

Encl: (1) ISR Top 20% Waiver Memo Format

1. Purpose. To implement the policy and procedures for recruitment and application processing, and to provide the requirements and service obligations for the NROTC College Scholarship Program.
2. Cancellation. COMNAVCRUITCOMINST 1533.4A. Due to numerous changes, marginal notations are not included. This instruction should be reviewed in its entirety.
3. Background. The NROTC Program was established to provide an alternative commissioning source for Navy Unrestricted Line (URL) officers. This highly competitive program has become one of the Navy's largest commissioning sources and only the best-qualified applicants are selected.
4. Scholarship Programs. There are nine NROTC Scholarship Programs. Navy Recruiting Command (NAVCRUITCOM) recruits for two of the nine scholarship programs and Naval Service Training Command (NSTC) recruits for the remaining seven. NSTC is responsible for implementation of all NROTC programs.

a. NAVCRUITCOM recruits for the following scholarship programs:

(1) Four-Year National Scholarship. Applications are processed through NAVCRUITCOM and forwarded to NSTC for selection. The annual application cycle begins on 1 April and the website closes for new applications on 31 January. The best time for an applicant to apply for a Four-Year National NROTC Scholarship is between the junior and senior year of high school. High school students are encouraged to start the application

process during the second semester of the junior year. The Four-Year National scholarship program is extremely competitive. Nomination criteria is based on the "whole person" concept in identifying the best qualified applicant. A profile of the average scholarship nominee shows nearly all are in the top 10-20 percent of their graduating class and have achieved an average SAT composite score of 1300 or higher. Additionally, the average nominee has been active in multiple sports, numerous high school activities, considerable community service, and participated in leadership roles. Most applicants are also recipients of various local, state and/or national awards in academics, athletics and/or citizenship. Students who demonstrate exceptional perseverance and character are also highly regarded in the selection process. Students may apply for only one of three scholarship program options. The two scholarship program options are Navy or Nurse. Eligibility and processing requirements are discussed in paragraph 5.

(2) Immediate Scholarship Reservation (ISR). Eligible applicants should be considered for an ISR prior to consideration for the Four-Year National NROTC College Scholarship Program. If an ISR applicant is found ineligible or not validated by the Continuous National Selection Board (CNSB), the applicant will automatically be considered by CNSB for the Four-Year National NROTC College Scholarship Program. Once an application is received by NSTC for the Four-Year program they are not able to be changed to or considered for an ISR. The ISR program is highly competitive in nature. Applicants must be in the top 20 percent of their graduating class with a minimum SAT math score of 600 (ACT 26) and a minimum composite SAT score of 1230 (ACT 54). ISR's are granted by Navy Recruiting District (NAVCRUITDIST) Commanding Officers (CO), endorsed by the NAVCRUITCOM NROTC Program Manager, and then validated by the CNSB before an actual scholarship offer is extended. The National Naval Officer's Association (NNOA) grants some ISRs with the NNOA President acting as the NAVCRUITDIST CO. The Association of Naval Service Officers (ANSO) grants some ISRs with the ANSO president acting as the NAVCRUITDIST CO. Specific procedures for processing ISRs are described in paragraph 6.

b. NSTC recruits for the following scholarship programs:

(1) Minority Servicing Institutions Scholarship Reservation (MSISR).

(2) Alternative Scholarship Reservation (ASR).

(3) National Two-Year Program.

(4) College Program.

(5) Tweeddale.

5. Four-Year National NROTC Scholarship Program

a. General Eligibility Requirements:

(1) All scholarship applicants must be U.S. Citizens either by birth or naturalization. If the applicant is a naturalized citizen, proof of citizenship must be included in the application.

(2) All applicants, regardless of scholarship option, must be 17 years of age by September 1st of the year starting college and less than 23 years of age on June 30th of that year. Applicants must not have reached their 27th birthday by June 30th of the year in which college graduation and commissioning are anticipated. Applicants who have prior active duty military service may be eligible for age adjustments for the amount of time equal to their prior service, on a month-for-month basis, for a maximum of 36 months, provided they do not reach their 30th birthday by June 30th of the year in which graduation and commissioning are anticipated.

(3) Applicants must have, or anticipate having, a high school diploma or equivalency certificate prior to entrance into the Four-Year NROTC National Scholarship Program.

(4) Applicants must have no moral obligations or personal convictions that will prevent conscientious bearing of arms, and supporting and defending the Constitution of the United States against all enemies, foreign or domestic.

(5) Applicants must have no criminal record of military or civilian offenses.

(6) Students with 30 or more semester hours or 45 or more quarter hours of college credit upon application, or students already enrolled in the NROTC College Scholarship Program are not eligible for the Four-Year National ROTC Scholarship. These students should consult the Professors of Naval Science at the host university's NROTC unit to discuss other scholarship opportunities.

(7) A Military Service Obligation (MSO) of eight years, five of which must be served in active duty status, will be required for all scholarship recipients.

(8) Applicants must apply to and gain admission to their five NROTC college choices listed on their application (notification of admission must be received before scholarship can be activated).

(9) Active duty Navy applicants are ineligible to apply for the NROTC program through NAVCRUITCOM. Active members of other branches of the military may apply if they are granted a conditional release. Individuals who are scheduled for boot camp may apply provided they complete all application requirements (i.e. officer interview, signed statements, test scores, etc.). Applicants shall not ship to boot camp prior to notification of selection or non-selection. Applicants will be allowed to extend in the Delayed Entry Pool for as long as 12 months in order to receive selection status prior to shipping. If an individual ships to boot camp prior to selection they are no longer eligible for a scholarship.

(10) Applicants may start the application process during the second semester of their junior year of high school. However, before the application can be finalized and forwarded to NAVCRUITCOM for selection consideration, they must ensure that a copy of their complete transcript including their entire junior year is forwarded to NSTC. Applicants who have completed their senior year shall submit their high school transcripts through the end of their senior year.

(11) A minimum of two years active enlisted service or recoupment of all tuition dollars paid may be required for midshipmen who dis-enroll or are dis-enrolled from the NROTC College Scholarship Program for academic or personal reasons after the first day of their sophomore year. If dis-enrolled, personnel who were originally on active duty and were released early to accept an NROTC Scholarship must complete their original enlistment contract.

(12) Physical (Medical) Qualification. Applicants are not required to be physically qualified during the selection process; however, the applicant must be certified to be medically qualified for Navy service as an URL officer before the scholarship can be activated.

(13) Minimum qualifying scores on Scholastic Aptitude Test (SAT) or American College Test (ACT):

(a) SAT: 530 Critical Reading; 520 Math

(b) ACT: 22 English; 21 Math

(c) Test dates are only valid (for any application) from the December before the selection cycle begins through the following two years. For example: Valid test dates for the Fall 2011 application cycle tests are from December 2009 through December 2011.

(d) For the purposes of satisfying the minimum SAT/ACT scores above, Math and English/Critical Reading scores from different tests may be used to achieve the highest possible composite score.

(e) For applicants in the top 10% of their high school graduating class the SAT/ACT minimum test scores do not apply; however, the applicant must have take the SAT/ACT within the two year time frame described above and provide the scores in their application.

(14) Height/Weight. Applicants for a Four-Year National Scholarship are not required to be in height and weight standards per reference (a), Chapter 2, Section 10. Applicants who are outside height and weight standards should include their body fat percentage in their application. For applicants who are out of height/weight standards, not including a body fat percentage may negatively impact the applicant's chances for selection.

b. Additional Eligibility Requirements for the Navy option:

(1) Career Options:

- (a) Submarine Officer
- (b) Aviator (Pilot)
- (c) Flight Officer (NFO-Aviator)
- (d) Surface Warfare Officer (SWO)
- (e) Explosive Ordnance Disposal (EOD) Officer
- (f) Special-Warfare (NSW) Officer

(2) Personnel who accept an NROTC scholarship offer will be required to meet the following college course requirements for Navy option:

- (a) Calculus (one year by end of sophomore year)
(not required for the Nurse option).

(b) Physics (one year of calculus-based physics by end of junior year) (not required for the Nurse option).

(c) English grammar and composition (one year).

(d) National Security Policy or American Military Affairs (not required for the Nurse option).

(e) World Culture and Regional Studies (one year).

(f) Nine Naval Science courses:

1. Introduction to Naval Science
2. Sea Power and Maritime Affairs
3. Leadership and Management I and II
4. Navigation
5. Engineering
6. Weapons
7. Naval Operations and Seamanship
8. Leadership and Ethics
9. Naval Science Laboratory

c. Additional Eligibility Requirements for Nurse option:

(1) Applicants must apply to and gain admission to their five NROTC college choices that offer a state approved or National League of Nursing (NLN) approved Bachelor of Science degree in Nursing listed on their application (notification of admission must be received before scholarship can be activated).

(a) If selected for a scholarship, selectees must major in a nursing degree program leading to a BSN.

(b) Upon graduation, Nurse NROTC College Scholarship Program midshipmen will be commissioned as regular officers in the Navy Nurse Corps.

(2) College academic requirements for nurse option include the requirement to complete the following five Naval Science courses prior to commissioning:

- (a) Introduction to Naval Science
- (b) Seapower and Maritime Affairs
- (c) Leadership and Management I and II
- (d) Leadership and Ethics
- (e) Naval Science Laboratory

d. Incomplete Applications. It is the mutual responsibility of both the recruiter and applicant to ensure the application package is complete prior to board submission. Carefully document all recruiter efforts to obtain required documents or missing entries. When a candidate's application is withheld from board consideration, there should be no doubt that every effort was made by the recruiter to correct any deficiencies as they are documented.

6. Immediate Scholarship Reservation (ISR). The NROTC ISR scholarship program is designed to allow NAVCRUITDISTs to aggressively compete in specific market areas. The ISR scholarship program is open to all individuals (regardless of race or gender). ISR scholarships should be used only in cases where specific market objectives can be realized or where an outstanding candidate would otherwise be lost to other scholarship opportunities. It is desirable to grant all allocated ISRs however this should occur only where the intent of the program is met. Failure to grant all allocated ISRs simply results in the awarding of additional Four-Year scholarships. To ensure a fair and equitable system is maintained in the selection of ISR candidates, applicants who do not meet the competitive profile and whole person criteria as set forth in this instruction are subject to normal CNSB consideration. ISR scholarships are not available for Nurse or Fleet Option applicants. An ISR can only be granted if the Four-Year NROTC application has not been submitted to NSTC. Once submitted to NSTC, an application is considered part of the Four-Year application program and that individual can not be granted an ISR.

a. SAT/ACT. The SAT composite must be at least 1230 with a minimum of 600 in math. The ACT composite must be at least 54 with a minimum of 26 in math. Additionally, the NROTC board eligibility minimums of an SAT Critical Reading (CR) score of 530 and an ACT English score of 22 apply to ISR scholarship applicants. Test dates are only valid from the December before the selection cycle begins through the following two years. For

example; valid test dates for the Fall 2011 application cycle are from December 2009 through December 2011.

b. Allocations. NAVCRUITREG allocations will be identified in COMNAVCRUITCOMNOTE 1131. NAVCRUITCOM will allocate ISRs to the NAVCRUITREGs who will further allocate to their respective NAVCRUITDISTs. Allocation changes throughout the year are authorized provided the NAVCRUITREGION informs NAVCRUITCOM and does not exceed the total allocation for the respective NAVCRUITREGION. NAVCRUITCOM will allocate ISRs to NNOA and ANSO. Total ISR scholarship allocations may not be exceeded. NAVCRUITDISTs must manage their ISR scholarship allocation to maximize the positive impact of the program on Navy recruiting and future officer quality.

c. Whole-Person Evaluation. The whole-person evaluation worksheet (on the reverse of the ISR contract) includes primary whole-person discriminators used by the selection board to develop weighted selection scores. These discriminators are used in conjunction with other applicant qualifications to determine a candidate's suitability for an ISR scholarship. If doubt exists as to a candidate's suitability, submit the applicant for Four-Year NROTC consideration. In addition to confirming the applicant meets the minimum SAT/ACT requirements, the CO must confirm the applicant meets the following criteria:

(1) Citizen of the United States

(2) 17 years of age by 1 September of the year starting college and less than 23 years on 30 June of that year.

(3) Anticipates high school graduation the same year of entrance into the Four-Year NROTC National Scholarship Program. For example, an applicant who is applying and plans to enroll in NROTC in the Fall 2011, must graduate High School in the Spring or Summer 2011.

(4) Has significant involvement in school, community, or extracurricular activities (e.g. athletics, school officer, club involvement, work experience, etc.).

(5) In the top 20 percent of their high school class as indicated by one of more of the following:

(a) Weighted or un-weighted standing as indicated on transcript at the end of the applicant's junior year.

(b) Written statement from high school counselor including hard breakout (e.g. 4 of 125) or simply indicating applicant is in top 20% or better. This includes estimates from high school counselors for schools that refuse to rank students. This may be indicated on the online counselor evaluation sheet.

Note: Similar to SAT/ACT eligibility only one of the options above indicating an applicant is in the top 20% of their high school class is required to confirm ISR eligibility.

(6) Applicants must have no moral obligations or personal convictions that will prevent conscientious bearing of arms, and supporting and defending the Constitution of the United States against all enemies, foreign or domestic.

(7) Applicants must have no criminal record of military or civilian offenses.

(8) Highly motivated for Naval Service as determined by face to face interview with the NAVCRUITDIST CO.

(9) Positive assessment and recommendation for URL commissioning in the USN from independent officer interviewer.

d. Illegal Drug Use. Any history of illegal drug use eliminates a candidate from ISR consideration.

e. Height/Weight. Candidates must meet height and weight standards per reference (a), Chapter 2, Section 10 in order to be considered NROTC ISR Program eligible. Recruiters are required to personally verify all information. An applicant who does not meet height and weight standards, but is within body fat standards as determined by the NAVCRUITDIST CFL or alternate designated in writing by the NAVCRUITDIST CO, regularly participates in physical and athletic activities and meets all other ISR requirements is eligible for an ISR. In such a case, the applicant's body fat percentage shall be entered on the ISR contract in addition to the applicant's height and weight.

f. Home School. Applicants that have been home schooled can apply for the ISR with a written waiver request from the NAVCRUITDIST Commanding Officer. The endorsement should indicate why this applicant should receive an ISR with emphasis on how awarding the ISR enables the CO to penetrate desirable markets. Significant community involvement, athletics, leadership positions should be highlighted. NAVCRUITCOM N313 and NSTC shall make the final determination to allow an ISR for a home-schooled applicant.

g. A Military Service Obligation (MSO) of eight years, five of which must be served in active duty status, will be required for all scholarship recipients.

h. Reservation. NAVCRUITDIST NROTC Coordinators shall inform ISR scholarship candidates that they must satisfy all the conditions required in order to maintain their ISR. DoD Medical Evaluation Review Board (DoDMERB) physical must be satisfactorily completed prior to activation of the scholarship.

i. School Choice. Applicants must fill out five school choices including one state choice. Emphasize to ISR candidates that school choice is not guaranteed and they must independently compete for school entrance. Inform all ISR applicants that applying earlier in the program year improves their chances of receiving their top school choices. NROTC unit placement is determined after scholarship selection, and is conducted on a "first-come, first-serve" basis. NROTC units at schools that enjoy high popularity close out early.

j. Waiver request for Top 20 Percent Class Ranking requirement. If a candidate is otherwise qualified for an ISR, but does not meet the 20 percent class ranking, a waiver may be requested using enclosure (1). If the applicant falls outside of the top 20% of the class then a waiver request will be required. All waivers will be reviewed by NAVCRUITCOM N313 and if favorably endorsed must be approved by NSTC prior to validation by the CNSB. The waiver request shall include clear and comprehensive justification for the applicant receiving an ISR. The following are possible facts that may support waiver request approval:

(1) Attendance at a very competitive, high performance school where a large percentage of the students go on to college such that the applicant's class ranking at an average school would clearly be in the top 20%.

(2) Exceptionally high SAT/ACT test scores indicating that the class ranking is a function of strong competition within the school and that the applicant is in the top 20% nationally based on the SAT/ACT scores.

(3) While not directly related to academic performance, significant community involvement, athletics, leadership positions, exceptional achievement etc. should be highlighted as they provide a whole person evaluation possibly indicating the quality of individual being considered for the scholarship.

k. Commanding Officer's Signature. The NAVCRUITDIST CO is the last person to sign the ISR contract prior to submission to NAVCRUITCOM (N313) for approval. The CO must be certain the candidate is desired for an ISR, the NROTC Program, and commissioning in the Navy.

(1) Parent Signature. A parent signature is required at the time of the CO's signature, regardless of applicant's age.

(2) Incomplete Applications. It is the mutual responsibility of both the recruiter and applicant to ensure the application package is complete prior to board submission. Carefully document all recruiter efforts to obtain required documents or missing entries. When a candidate's application is withheld from board consideration, there should be no doubt that every effort was made by the recruiter to correct any deficiencies as they are documented.

l. Association of Naval Services Officers (ANSO) and National Naval Officer Association (NNOA). ANSO and NNOA assist NAVCRUITCOM in diversity recruiting efforts. Each organization may sponsor ISR scholarships in support of NROTC recruiting.

(1) ISR Application Process. ANSO and NNOA officials who identify a student meeting ISR scholarship eligibility requirements must contact NAVCRUITCOM (N313) at (901)874-9313 to confirm ISR scholarship billets are available before recommending a prospective ISR candidate. Once confirmation of a quota is verified, the ANSO or NNOA certifying official, in conjunction with the applicant, must complete Part A of the NROTC Four-Year Immediate Selection Reservation Scholarship Contract (NAVCRUIT 1100/32). Once the form is complete, "ANSO" or "NNOA" shall be written at the top and bottom of the first page of the NAVCRUIT 1100/32 and the form shall be faxed to NAVCRUITCOM (N313) at (901) 874-9230.

(2) After an ISR contract has been signed by an ANSO/NNOA sponsored applicant, the remainder of the application process will be completed by the applicable NAVCRUITDIST. The NAVCRUITDIST will receive NROTC credit within the competition system once the ISR contract is validated by the CNSB. NAVCRUITCOM (N313) will coordinate between ANSO/NNOA and the local NAVCRUITDIST to ensure all other application requirements are met.

7. Applicants. Scholarship programs are offered to the following types of applicants:

a. High School Applicants. High school students are encouraged to start the application process during the second semester of their junior year. Before the application can be finalized and forwarded for consideration, a copy of the applicant's complete transcript, including the entire junior year, must be forwarded to NSTC.

(1) NROTC Applicants in the Delayed Entry Program (DEP). If an NROTC applicant desires to enlist, or is already enlisted, into the DEP, they shall not be shipped to Recruit Training Command (RTC) until after a final determination (selection or non-selection for the NROTC scholarship) has been decided. If a final determination of NROTC selection or college acceptance is pending, and the Future Sailor is scheduled to ship to RTC within 30 days, the NAVCRUITDIST shall contact NAVCRUITCOM (N32) for assistance in adjusting the Future Sailor's ship date. Under no circumstances shall a Future Sailor with an NROTC application pending be shipped to RTC or be allowed to remain in the DEP for more than 365 days.

b. Active Duty Applicants. Active Duty applicants are ineligible to apply for the NROTC Program through NAVCRUITCOM unless they are separating from their respective service. Applicants with prior military service may be eligible for age adjustments for the amount of time equal to their prior service, on a month-by-month basis, for a maximum of 36 months, providing they do not reach their 30th birthday by June 30 of the year in which graduation and commissioning are anticipated. The applicant must be separated from their branch of service at the time of their application submission. They must apply online and provide required teacher evaluations and their DD 214. Active duty Sailors are not eligible to apply for the NROTC program while on active duty; however, they can apply to the NSTC established Seaman to Admiral-21 Program. Active duty members of other military branches may apply while on active duty if they are granted a conditional release from service.

c. Reservists. Reservists, regardless of branch of service, are eligible to apply for the NROTC program provided they are not in a drilling or activated status and meet eligibility requirements for the desired scholarship option. Reservists may be conditionally released from their reserve contract, given the applicant completes the following:

(1) Apply for a scholarship online and be selected to receive one of the scholarships.

(2) Accept the scholarship in writing.

(3) Be accepted to a college/university with an NROTC program, or a cross-affiliated college/university and their prospective NROTC unit.

(4) Be accepted to their prospective NROTC unit.

(5) Be found medically qualified by the DoDMERB.

Note: Once the above requirements have been met, NSTC NROTC Selection and Placement can request their conditional release orders.

d. Service Academy Applicants. Service academy cadets or midshipmen may apply to the NROTC program while they are still attending, or have recently disenrolled from, one of the U.S. service academies. These applicants must meet all previously stated eligibility requirements, with the addition of the following:

(1) Do not exceed the amount of allotted semester hour credits.

(2) Apply online.

(3) Provide all required teacher/professor evaluations.

Note: Applicants from service academies must provide a statement as to why they have chosen to leave their academy in addition to a statement of good standing provided by their service academy admissions office.

8. Required Documents

a. Electronic Application. This applies only to the NROTC Four-Year National Scholarship for both Navy and Nurse Options unless otherwise noted. A checklist is provided at the end of this section outlining additional information required to submit a complete NROTC package. The following is a list of required information:

(1) Step 1: General Preliminary Information. Name, SSN, phone number(s), email address, mailing address, permanent address, state of legal residence, program option, citizenship, and date of birth.

(2) Step 2: Guidance counselor and teacher evaluations.

(3) Step 3: Personal Information. Height, weight, previous military service, sex, race and ethnicity, and information on legal infractions. All civil violations (except moving violations unless they involve felony charges or repeated offenses) including disorderly conduct (i.e. fights) and minor in-possession charges, require a signed statement by the applicant explaining the circumstances surrounding the incident and final adjudication (i.e. paid fine, community service).

(4) Step 4: Family Information. Names of parent(s) and/or guardian(s), occupation(s), addresses, and previous military experience.

(5) Step 5: Test Scores. Up to six ACT/SAT scores with test dates within the last two years may be entered. Scores more than two years old from the time the NROTC cycle closes in January may be entered but are not eligible for consideration.

(6) Step 6: Educational History and Goals. High school(s) and college(s) attended, intended college major(s) and choices for the college or university that the applicant desires to attend. A minimum of five colleges must be entered. Each of the five colleges listed must be aligned with different NROTC Units.

Note: One of the top three listed colleges must be a state school. Nurse Option candidates must enter a minimum of five schools with a nursing program available and designate nursing as their intended major. First choice school remarks are mandatory and must match the school listed as first choice.

(7) Step 7: Employment and Voluntary History. Employers, major duties assigned, dates of employment, and volunteer work and length of service. Only employment and volunteer work performed during high school and college may be listed.

(8) Step 8: School and Other Activities. Civic involvement including sports, academic, and non-academic clubs and other activities. Lists of common activities are provided. The applicant may check all that apply and provide explanations of any other activities in the space provided. High school juniors may also project their senior year activities and leadership positions.

(9) Step 9: Essays. There is one required essay. The second essay is optional, but recommended; as failure to answer may be perceived as a lack of motivation. Applicants may edit

or modify their responses at any time prior to submission of the application. Essays must also be reviewed for completion.

(10) Step 10: Review, print, and submit application. Requires applicant to carefully review their application for accuracy and completeness and then print a copy for their personal record. Once an applicant has submitted their application, it cannot be changed, except by providing additional documents prior to the closing of the application on January 31st.

b. Transcripts. The following requirements apply to all NROTC scholarship options. Only official, legible transcripts bearing a raised seal and/or registrar's signature are acceptable. For applicants who apply who intend to activate the scholarship the fall of their graduating year from high school (i.e. a junior applying in the spring of 2011 or a senior applying in the fall of 2011 intending to attend college in the fall of 2012), the transcripts must include all courses taken and credits earned to the completion of the applicant's junior year. For all other applicants (i.e. a senior applying in the spring of 2011 intending to attend college in the fall of 2012), the transcripts must be through to the completion of the senior year. College transcripts are required for any completed college courses. College course grades posted on high school transcripts are acceptable. Transcripts for college coursework in progress are not required.

c. High School Profile. High school profiles outline graduation requirements, grade scales, and other information about the particular school. The document provides information helpful in evaluating an applicant's record and shall be included in each applicant's kit.

d. Officer Interview. Comments and ranking marks for the officer interview shall be submitted online at <https://www.nrotc.navy.mil/>.

(1) NROTC interviewers shall indicate their designator and rank on the electronic form; enlisted interviewers shall indicate their rate and rank. All interviews will be conducted by officers from the below list. Interviews by enlisted personnel will be conducted only with the NAVCRUITDIST CO's approval.

(2) Board eligible candidates will be interviewed and rated by one of the following:

(a) Active or Reserve Component Navy Officers (O3 and above).

(b) Active or Reserve Component Marine Corps Officers (O3 and above).

(c) Retired USN or USMC Officers (O5 and above or O3 and O4 provided they are registered Blue and Gold Officers).

(d) Active Duty or Retired Limited Duty Officers/Chief Warrant Officers.

(e) Active or Reserve Component CPO (E7 - E9) (Only if an officer is not available and with the NAVCRUITDIST CO's approval.).

(3) With the exception of LDOs, O1s and O2s are not authorized to conduct interviews.

e. Debarment and Suspension From Receipt of Federal Assistance Statement For Four-Year Naval Reserve Officer Training Corps Application (Executive Order 12549, (Debarment and Suspension) (NSTC 1533/102). NSTC 1533/102 affirms the applicant is not restricted from receiving federal aid for tuition. The form shall be completed, dated, and signed by the applicant and a witnessing official.

f. Drug Statement For Naval Reserve Officer Training Corps Application (NSTC 1533/101). NSTC 1533/101 affirms the applicant has fully disclosed any drug usage if applicable. This form shall be completed, dated, and signed by the applicant and a witnessing official. NAVCRUITDIST NROTC personnel shall ensure the applicant answers both questions and signs line item (2) of the Drug Statement. If an applicant answers "yes" to either question, the affirmative response must be explained in line items (a) through (g). NAVCRUITDIST NROTC personnel shall ensure line item (3) of the Drug Statement is signed by the applicant and a witnessing official. If the applicant answers "no" to both questions, their signature and the signature of a witnessing official are still required in line item (3).

g. Statement of Understanding for Naval Reserve Officer Training Corps Applications (NSTC 1533/112). NSTC 1533/112 shall be signed and dated by the applicant.

h. Evidence of Citizenship (NAVCRUIT 1100/25). NAVCRUIT 1100/25 is required for naturalized applicants and individuals

who derive their citizenship from the citizenship/naturalization of their parent(s). Acceptable documents used to verify evidence of citizenship include original U.S. passports, certificates of citizenship, and naturalization paperwork issued by the U.S. Citizenship and Immigration Services (USCIS). Refer to reference (b), Volume II for additional guidance.

i. Request for Secondary Transcript/School Counselor's Recommendation. The applicant's secondary school counselor or other secondary school official shall complete the Secondary School Transcript Request Form. The counselor recommendation must be completed with the signature of the secondary school counselor or school official completing the recommendation. If the recommendation refers to additional documentation and/or written comments, these shall be included. Additional written comments submitted separately shall include the signature of the official completing these written comments.

j. Teacher Evaluations. Two teacher evaluations are required for all NROTC applications. The Four-Year program requires one of two evaluations be completed by a math teacher. The second may be completed by any other teacher, counselor, coach, employer, or any youth activities leader. Applicants for the Navy Nurse Option have the same requirements as the Four-Year Option except that a science teacher, instead of a math teacher, shall complete a teacher evaluation. The counselor who completes the request for Secondary Transcript (Counselor's Recommendation) may complete no more than one of the two required teacher evaluations.

k. Optional Items. Optional items may include photos, additional letters of recommendation, résumés, awards, certificates of achievement, newspaper articles, activities lists, and any other items to enhance the "whole person" image.

l. Application Resubmissions. Applications for NROTC candidates who were not selected during the previous NROTC selection cycle may be resubmitted provided Coordinators obtain applicant approval and they meet the following criteria:

(1) Applicant status has changed significantly from the previous year's application to include one or more of the following areas:

(a) New occupation

(b) Started college

(c) Retaken SATs/ACTs

(2) Updated documentation is required for all resubmitted applications. Reapplying applicants should present information to improve their eligibility from the previous year. Required updated documentation includes:

(a) School transcripts (including college if applicable).

(b) Updated student essays.

(c) Updated teacher evaluations (if applicants are enrolled in college, evaluations should be obtained from college professor).

(d) New officer interview.

m. NROTC Application Checklist (Rev 03-10). The checklist shall be utilized by the NAVCRUITDIST to reflect the processing status of each application.

9. Standardized Test Scores. The primary method for the NROTC Program Branch to receive test scores is electronically from the appropriate testing agency. Test scores validated via high school scores reports and official high school transcripts are also acceptable. The NROTC Coordinator or appropriate Navy Recruiting representative shall direct prospective NROTC applicants to release scores to College Code Account 0656. An asterisk will appear next to the test scores and a blue line will appear over them on the electronic application when NAVCRUITCOM receives and downloads the scores. This signifies scores have been electronically verified. SAT/ACT scores will not be seen on the website if they are updated after the application has been submitted and received by NSTC.

10. Notification of Ineligible or Withdrawn Board-Eligible Applicants. NAVCRUITDISTs may only notify applicants of their ineligibility/disqualification from the NROTC College Scholarship Program for the following reasons:

a. Age

b. Citizenship

- c. Active duty status.
- d. Non-qualifying SAT/ACT scores.
- e. Not in top 10% of graduating class.
- f. Participation in the NROTC College Program.
- g. Excess college credit (greater than 30 hours at time of application submission).
- h. Failure to graduate high school or obtain an equivalency certificate.

Note: All other applications will be forwarded for consideration. A negative endorsement is authorized.

i. The following are the responsibilities of the NAVCRUITDIST NROTC College Scholarship Program Coordinator:

(1) Ineligible Applicants. NAVCRUITDISTs shall notify all ineligible applicants of their disqualification except for those physically disqualified. The DoDMERB will notify all applicants of their physical status. All board eligible applicants shall be processed regardless of their medical qualifications as physical status is not a consideration during the selection process.

(2) Incomplete Kits. If an applicant's kit is incomplete at the time of processing, they shall be advised verbally and if possible via email. The NAVCRUITDIST NROTC Coordinator is responsible for ensuring kits are corrected in the allotted time. Applicants who fail to provide the recruiter any required information within a reasonable timeframe, as established by the NROTC Coordinator, shall be considered ineligible.

11. Processing

a. Initial Notification. An applicant designated as "Board Eligible" will be notified by NAVCRUITDIST. The NAVCRUITDIST shall deliver a package containing a Local Notification Letter NSTC 1533/102, NSTC 1533/112, and any other information or direction deemed appropriate. NSTC 1533/102 is a disclaimer that the applicant must sign, stating they have not been barred from receiving federal financial and non-financial assistance.

b. NROTC Application Checklist (Rev 3-10). This checklist shall be utilized by the NROTC Coordinator to reflect the processing status of each board eligible applicant.

c. Applicant Responsibility. To ensure proper accountability, the recruiter shall ensure applicants sign NSTC 1533/112 to complete documents within the established processing deadlines.

d. Scheduling Interviews. Board eligible applicants shall be notified by the respective NAVCRUITDIST to report for interview and processing. Board eligible applicants who fail to appear on the date scheduled and fail to notify the NAVCRUITDIST shall be sent a second notification letter via registered/certified mail or contacted by phone to reschedule the interview. This will serve as a follow-up in the event the first letter was undeliverable or the incorrect processing date was given. The return receipt for this letter shall be filed as proof that the applicant received proper notification. Individuals not responding to this second notification shall be withdrawn with no further attempt to contact the applicant. NAVCRUITDISTs shall enter the date of withdrawal in the NROTC website. Withdrawn applicants shall be removed from the "Incomplete" or "Complete" rosters but their data will be retained.

e. Reinstatement. Those applicants who later contact the NAVCRUITDIST and desire to continue the application process must be reinstated. NROTC Coordinators or recruiters shall reinstate the applicant by placing the applicant back into Active Status on the NROTC website.

f. Officer Interviews. The NROTC Scholarship Application shall be reviewed prior to the interview to determine highlights of discussion. Every effort should be made to accurately assess the applicant. During the interview, the applicant's program inquiries or questions should be thoroughly answered and program obligations and commitments summarized. After the interview, the interviewer shall summarize their impressions of the applicant and complete the NROTC interview form online at <https://www.nrotc.navy.mil>.

g. Quality Assurance. All documents provided by the applicant shall be verified and thoroughly reviewed by the NROTC Coordinator. The applicant's website record must correlate with the information provided in the paper documents.

h. Forwarding Kits. Upon completion of processing, the NAVCRUITDIST shall review the kit to ensure completion, assemble the kit per NROTC Applicant Checklist (Rev 03-10), affix the kit to an "application back" and fasten at the top with a metal paper fastener without a compressor. A current version of the NROTC Applicant Checklist (Rev 03-10), located under the Forms tab of the NAVCRUITCOM website, shall be completed and included as the initial page of the kit. NAVCRUITDISTs shall ensure an applicant's electronic application is complete and forwarded to NAVCRUITCOM. All non-ISR kits shall be forwarded to NSTC(OD2) by registered, certified, or express mail. All ISR applications shall be forwarded to NAVCRUITCOM (N313) by registered, certified or express mail. ISR paper documents shall NOT be mailed directly from the NAVCRUITDIST to NSTC(OD), unless specifically instructed by NAVCRUITCOM.

i. Missing Document(s) Notification. NROTC Coordinators have seven business days from the date of notification, via the NROTC website, to provide NSTC with missing documents or correct any identified discrepancies. NAVCRUITDIST must inform NAVCRUITCOM N313B when errors are corrected in order to receive credit for correcting the errors. The Returns tab on the NROTC website shall be the primary way NAVCRUITCOM and NSTC communicate errors to the NAVCRUITDISTs.

j. Changes. Make changes to records as follows:

(1) To change any electronic information on an applicant (other than a request for a program change, address information, or college choices), identify the applicant by full name and last four numbers of the SSN as it appears on the record and forward the request to the Selection Division by email to pnsn_nrotc_applications@navy.mil.

(2) To change an applicant's address and/or college choices, the recruiter must identify the applicant by full name and the last four numbers of the SSN as it appears on the record and forward the email request to NSTC(OD).

k. Transfers. Each applicant is assigned a NAVCRUITDIST with whom he or she will complete processing at the time of initial application. For a variety of reasons, NAVCRUITDISTs may need to transfer an applicant to another NAVCRUITDIST. The NROTC Coordinator for each NAVCRUITDIST shall coordinate to accomplish the transfer, informing COMNAVCRUITCOM (N313) of the transfer.

l. Program Code Changes. Applicants who have submitted an electronic application and desire to change their program option (Navy to Nurse Corps or vice versa) must provide a written request to NSTC at pnsn_nrotc_applications@navy.mil. NSTC will send NAVCRUITCOM and the NAVCRUITDIST an auto-generated email confirming the change. The change must occur prior to the last board for the option the applicant desires and the application must have the appropriate changes to the teacher evaluations, officer interviews, and essays.

m. Changes to School Choices. New first choice school remarks shall be provided on NSTC 1533/141 (06-09) (Placement Change Request for Naval Reserve Officer's Training Corps Scholarship Nominee) to the NROTC Applicant's Record and forwarded to NSTC(OD). Those who desire to change their school choices after their electronic application has been forwarded to NSTC must email their request to pnsn_nrotc_applications@navy.mil.

n. Withdrawals/Reinstatements. NAVCRUITDISTs may withdraw applicants from the program by completing the withdraw date in the applicant's website record. NAVCRUITDISTs may likewise reinstate applicants by removing the withdraw date.

12. NROTC Online Application and Tracking System. The NROTC College Scholarship Program uses the NROTC website <https://www.nrotc.navy.mil/> to track submission of applicant materials, monitor four-year national and nurse program production, and view reports based on individual information. The site is maintained by the Naval Education and Training Professional Development and Technology Center (NETPDTC). The site includes the following features:

a. Recruiter Home. A list of completed electronic applications submitted to the NAVCRUITDIST. It also includes a chart listing the forms required for applicant processing and the status of their submission to the NAVCRUITDIST.

b. Applicant Electronic Checklist. This provides users the ability to view, enter, and edit evaluations, track the submission of applicant materials, identify an applicant as an ISR candidate, and submit an electronic application to NAVCRUITCOM. The checklist is accessed from the Recruiter Home and Incomplete Online Applications menus.

c. Forms. Contains the application check sheet, paper evaluations, and other forms required for processing.

d. Notices and Instructions. Contains the Goaling Letter and the ISR Instruction.

e. My Account. This allows users to update their contact information and change passwords.

f. Search. This allows recruiters to review an applicant by name or SSN.

g. Incomplete Online Applications. This contains a list of applicants who have not completed their electronic applications. It also indicates the date the electronic application was started and the date of the last entry.

h. Inactive. This identifies applicants who are ineligible for NROTC due to age, citizenship, or participation in a previous NROTC college program. Users can move applicants to the inactive queue by selecting "Ineligible" on the Applicant Status drop-down menu located on the Applicant Electronic Checklist.

i. Dormant. Electronic applications with no activity can be moved from the "Incomplete Online Applications" page to the "Dormant" page by the NROTC Coordinator or recruiter. (At no time is an application status to be changed to "Withdrawn" or "Ineligible" based solely on lack of activity for that application). An application listed on the Dormant page will automatically be moved back to the "Incomplete Online Application" page when the applicant makes a change or updates their electronic online application.

j. Returns. A list of electronic applications reviewed by NAVCRUITCOM and returned to the recruiter's queue for correction.

k. Directory. A list of names and phone numbers of NAVCRUITDIST NROTC Coordinators and NROTC Recruiters.

l. Reassign. Allows NROTC Coordinators to reassign applications to a designated recruiter.

m. Complete. A list of electronic applications submitted to NAVCRUITCOM and NSTC with the submission date.

n. Diversity. A list of applicants, categorized by race/ethnicity who have not submitted a complete electronic application.

o. Status. Indicates an applicant's selection, school placement, and physical examination completion.

p. Production. Gives the percentage of nurse and four-year program goals attained.

q. Duplicates. A list of duplicated records.

r. Reports. Permits users to create various predetermined reports.

s. Emails. This permits NROTC Coordinators and recruiters to email either an individual applicant or all applicants assigned to them.

t. Scores. The NROTC Coordinator or recruiter can access SAT/ACT scores by using an applicant's name or SSN.

u. No Match. A list of SAT/ACT scores received by NSTC but no online application has been started.

v. Daily Transaction. Users are able to review recruiter transactions for the past 60 days. Any transactions will be highlighted on the day they occur.

w. Zip Codes. This permits users to view, verify, and update the Zip Codes assigned to their.

x. Logout. This permits users to exit the website.

13. Medical Examinations

a. DoD Medical Evaluation Review Board (DoDMERB) Physicals.

(1) DoDMERB physicals are required for all NROTC Scholarship awardees. NSTC will notify DoDMERB of all applicants requiring physicals. Physical examinations for scholarship awardees are scheduled and evaluated by DoDMERB located in Colorado Springs, Colorado. NROTC Coordinators and processors are not responsible for establishing the medical qualifications of applicants. DoDMERB will notify each NROTC Scholarship Awardee of medical examination results.

(2) The physical examination for both NROTC and the Naval Academy is identical with the exception of the final review. If an NROTC Scholarship selectee completes a physical with DoDMERB for the USNA or any other service academy, DoDMERB will review the applicant's physical exam to determine medical

qualification for NROTC. If medically qualified for NROTC, the applicant's medical status will be updated via the NROTC website.

b. Medical Status. Individuals who are medically disqualified from attending the Naval Academy should continue their NROTC application as the waiver authority is different. A waiver from one program does not guarantee a waiver from another. Medical examination results are not considered in the NROTC selection board process.

14. NROTC Reports. The NROTC Production Report is prepared by NAVCRUITCOM (N37) and routed to the NAVCRUITREGs and the NAVCRUITDISTs at least monthly by NAVCRUITCOM (N313). The NROTC Stacking Report is generated by NAVCRUITCOM (N313) and routed to NAVCRUITREGs and NAVCRUITDISTs optimally once a week. The NROTC Quality Report is generated by NAVCRUITCOM (N313) beginning after the 75% gate and is routed to the NAVCRUITREGs and NAVCRUITDISTs. These reports are to be utilized by the NROTC Coordinators for all NAVCRUITCOM inspections or assist visits.

15. Mailing Address

a. All correspondence from NROTC recruiters concerning the NROTC program or applicants shall be addressed to: Commander, Navy Recruiting Command, Attn: N313, 5722 Integrity Drive, Millington, TN 38054-5057.

b. All correspondence from NROTC recruiters concerning applicants who have already been submitted for a scholarship shall be addressed to: Commander, Naval Service Training Command, Attn: Selection and Placement (OD2), 250 Dallas Street, Suite A, Pensacola, FL 32508-5286.

c. Any hard copy materials required to be forwarded for review shall be mailed to the following addresses:

(1) Any Non-ISR scholarship: Commander, Naval Service Training Command, Attn: Selection and Placement (OD2), 250 Dallas Street, Suite A, Pensacola, FL 32508-5286.

(2) Any ISR scholarship items: Commander, Navy Recruiting Command, Attn: N313, 5722 Integrity Drive, Millington, TN 38054-5057.

Note: All documents required for an ISR application shall be scanned and emailed to NAVCRUITCOM. NO ISR applications shall be mailed from NAVCRUITDISTs directly to NSTC, unless specifically directed by NAVCRUITCOM.

16. Forms. All NAVCRUIT/NSTC forms referenced in this instruction are available at:
<http://www.cnrc.navy.mil/Publications/directives.htm>
or <https://www.nrotc.navy.mil/>.

/s/

R. L. GRAF

Distribution:

Electronic only, via

<http://www.cnrc.navy.mil/Publications/directives.htm>

18 May 2011

ISR Top 20% Waiver Memo Format

1533
Ser CNRC/313
(Date)

From: Commanding Officer, Navy Recruiting District (Name of District)

To: Commander, Naval Service Training Command (OD2)

Via: Commander, Navy Recruiting Command (N313)

Subj: WAIVER OF 20 PERCENT CLASS RANKING FOR ISR APPLICANT
(Insert Name)

Ref: (a) COMNAVCRUITCOMINST 1130.8

Encl: (1) Proposed ISR Contract ICO Subject Applicant
(2) (Insert name) School Information (Number of pages)

1. Per reference (a), enclosures (1) and (2) are forwarded. Request a waiver of the 20% class ranking requirement for the NROTC Immediate Scholarship Reservation (ISR) program in the case of subject applicant.

2. Justification: (Narration for justification of waiver.)

3. Request NAVCRUITCOM decision be provided by fax at telephone number (Fax Number) attention: (Point of Contact).

J. E. DOE
By direction

Enclosure (1)